



ATSIP Executive Board Meeting  
Via Teleconference

February 15, 2017 2:00 Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

**ATTENDANCE:**

Allen Parrish, President, USN Academy, university researcher  
Cory Hutchinson: 2<sup>nd</sup> Vice President, Louisiana, university researcher  
Patrick Dolan, Tennessee Department of Safety and Homeland Security  
Kellee Craft, Ohio, TSASS consultant  
Juliet Little, Connecticut, State DOT  
Joe McCarthy, Colorado, consultant  
Chris Osbourn, Tennessee, Department of Safety and Homeland Security

**ABSENT:**

Kathleen Haney: 1<sup>st</sup> Vice President, Minnesota, State DPS  
Tim Kerns, Maryland, Immediate Past President, university researcher  
Bob Scopatz, Minnesota, Secretary, consultant  
Shane Bates, Kentucky, State Law Enforcement  
Sladjana Oulad Daoud, California, DMV  
Rhonda Stricklin, Alabama, university researcher  
Eric Tang, Virginia, (consultant) LEFT EARLY

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian  
Luke Johnson, NHTSA  
Bob Rasmussen, Treasurer  
Bob Pollack, FHWA  
Dan Magri, Past President (absent)  
Cindy Burch, Past President (absent)  
Ken Kolosh, National Safety Council (absent)  
Deb Trombley, National Safety Council  
Hadi Sharazi  
Scott Valentine  
Pete d'Oronzio  
Karla Houston  
Jill Hall, Ohio, TSASS consultant

**1. Call to Order, Attendance/Quorum, Introduction**

Allen Parrish presiding  
Allen Parrish announced a quorum

Allen Parrish called the meeting to order

**2. Approval of Minutes from January 7, 2017 Executive Board Meeting**

48 **MOTION**  
49 **Patrick Dolan moved to approve the minutes of the January 7, 2017 Executive**  
50 **Board Meeting based on the Draft for Approval reflecting changes through**  
51 **02/08/2017.**  
52 **Juliet Little seconded.**  
53 **Motion Approved**  
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55 3. **Immediate Past President’s Report: Tim Kerns**  
56 Tim Kerns absent – no report  
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58 4. **1<sup>st</sup> Vice President’s Report: Kathleen Haney**  
59 Kathleen Haney absent - No report.  
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61 5. **Treasurer’s Report: Bob Rasmussen**  
62 Bob Rasmussen reported on the January 2017 ATSIP and TR Forum account balances.  
63 Copies of the Treasurer’s reports are appended to the member’s copy of these minutes.  
64

65 Bob stated we have received funds for a Platinum sponsor for \$10,000 and \$2,600 for a  
66 bronze sponsor (Fugero)  
67

68 **MOTION**  
69 **Chris Osbourn moved to accept the January 31, 2017 Treasurer’s Report as**  
70 **submitted**  
71 **Cory Hutchinson seconded.**  
72 **Motion Approved**  
73

74 6. **Liaison Reports:**  
75 FMCSA FHWA NHTSA TRB GHSA ITE NSC  
76

77 **FHWA:**  
78 Bob Pollack said that FHWA had a webinar on January 25 for the Model Inventory of Roadway  
79 Elements (MIRE) Fundamental Data Elements (FDE) handout. If anyone was unable to attend  
80 and is interested, they should contact Bob Pollack (FHWA) so he can send the link to the webinar  
81 video)  
82

83 Cory Hutchinson asked if FHWA had considered any program for a Sunday workshop at the  
84 Forum and Bob responded they were still working on it.  
85

86 **NHTSA:**  
87 Luke Johnson said that NHTSA is still working on MMUCC 5<sup>th</sup> Edition and the updated TR  
88 Advisory is going through Agency review. NHTSA is currently wrapping up the last 7  
89 assessments. There will only be two assessments in 2018; IN and TX.  
90

91 Presenters for the roundtable at the upcoming Forum are being solicited  
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93 **NSC:**  
94 Deb Trombley stated that the 2016 fatalities were about to be published. They are expecting an  
95 increase in fatalities versus 2015 and a 6% increase versus 2014.  
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7. **ANSI D16 (Jill Hall and Joan Vecchi)**

Jill Hall reported that they have received illustrations for the document, and a sub-committee has been working on different definitions for a trafficway. They expect the process to take longer and are seeking a no-cost six-month extension for the support contract to get this work done.

8. **2017 Forum**

a. **2<sup>nd</sup> Vice President’s Report: Cory Hutchinson**

Cory Hutchinson reported that the budget has been submitted. He and Karla Houston expect to visit the Sheraton to talk about food.

Discussion: Cory wanted to know about how guest passes were handled and if the guest pass was the same as a vendor guest

Pet d'Oronzio said ATSIP would lose money if they did that.

Cory wanted ATSIP to set a standard rate for Platinum member guests so it is the same from Forum to Forum.

b. **Sponsorships (Karla Houston)**

Hoping to move Fugero to Platinum level from Bronze – Karla to follow up.

9. **Membership**

a. There are two applicants for voting membership; both have paid – Kurt Davis & Marshall Contino

**MOTION**

**Joe McCarthy moved to accept the Kurt Davis and Marshall Contino at the member level**

**Kellee Craft seconded.**

**Motion Approved**

10. **Best Practices (Chris Osbourn, Juliet Little)**

Chris Osbourn said the candidates will be sent to Kellee to be posted on the website as they register

11. **Awards (Eric Tang)**

Eric had to leave the call early – no report.

12. **Executive Director (Kathleen Haney)**

Kathleen absent – no report.

13. **Newsletter (Dave Bozak)**

142 Dave absent, but Allen said Dave had sent him an email indicating disappointment with  
143 the consensus at the January meeting was the newsletter was too long. Allen and Juliet  
144 felt we should go forward with the version Dave had submitted.

145 Kellee wanted to know if it should be an email blast or other delivery system.

146 Allen said he would work with Dave and Kellee offline to get the newsletter published.

147

148 **14. TRCC**

149 Karla Houston reported that she has sent information to past Forum-attending TRCCs,  
150 and all TRCC chairs and coordinators introducing the Forum. Karla said Rhonda sent her  
151 another listing for distribution with names including university personnel

152

153 **15. Future Forums**

154 **a. 2018 Forum (Chris Osbourn)**

155 Chris said we are working on the save the date cards. He wanted to know who  
156 should print them. Bob Rasmussen told him to go ahead and print then send Bob  
157 the bill.

158

159 **b. 2019 Forum (Allen Parrish)**

160 Allen Parrish contacted Helms Briscoe about the consensus for potential  
161 locations, and told them he will be working on one more location. The current  
162 locations under consideration are Seattle, Portland, and Denver.

163

164 **c.** Cory suggested future negotiations with Helms-Briscoe should included meals  
165 and parking. The 2017 negotiations for rooms were very successful but there is no  
166 break on meals (\$100 per person per meal) or parking (\$40/day).

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168 **16. GoToMeeting account**

169 Allen said he would get with Rhonda to take care of this

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171 **17. TSASS IT Contract**

172 Cory said he had a revised proposal from TSASS about IT services they were offering.  
173 There are items proposed to automate some of the backdoor functions so there should be  
174 some cost savings. TSASS didn't bill all of the base contract for 2016, leaving almost  
175 \$10,000 unbilled. The options Cory felt could be done were offered at a total cost of  
176 \$12,000. The options proposed including redesign of the static websites were not likely to  
177 happen at this time due to cost. Cory said he will forward his suggestions on to Allen and  
178 this will be further discussed on the March board call.

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180 **18. Next meeting, March 15th via teleconference.**

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182 **19. Adjourn**

183 **MOTION**

184 **Chris Osbourn moved to adjourn**

185 **(didn't hear who) seconded**

186 **Motion Approved**

187 Meeting adjourned at 3:07 PM Eastern time

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- 189 Submitted 2/16/2017 as Draft for Review by Kellee Craft
- 190 Submitted 3/15/2017 as Draft for Approval by Bob Scopatz
- 191 Approved by a vote of the Executive Board as amended 3/15/2017